



COMMERCIAL DRIVER TRAINING SCHOOLS
INSPECTION REVIEW

DATE OF INSPECTION	INSPECTION TYPE		
	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual	<input type="checkbox"/> Follow-up
	<input type="checkbox"/> Ownership Chg.	<input type="checkbox"/> Location Chg.	

In accordance with Chapters 46.20 and 46.82 of the Washington State Motor Vehicles Laws, all Commercial Driver Training Schools engaged in the business of giving instruction for hire in the operation of automobiles, are to be periodically inspected.

SCHOOL INFORMATION RCW 46.20.100, RCW 46.82.310-.330

SCHOOL NAME		SCHOOL OWNER'S NAME	
SCHOOL STREET ADDRESS		CITY	ZIP CODE
SCHOOL TELEPHONE NUMBER		SCHOOL LICENSE NUMBER	EXPIRATION DATE
SCHOOL LICENSE DISPLAYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	INSTRUCTOR LICENSE DISPLAYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	CLASSROOM FACILITIES? <input type="checkbox"/> Yes <input type="checkbox"/> No	OFFICE LOCATION

INSTRUCTOR(S) CERTIFICATES RCW 46.82.320-.330

INSTRUCTOR'S NAME	DRIVER LICENSE NUMBER	CERTIFICATE NUMBER	EXPIRATION DATE
INSTRUCTOR'S NAME	DRIVER LICENSE NUMBER	CERTIFICATE NUMBER	EXPIRATION DATE
INSTRUCTOR'S NAME	DRIVER LICENSE NUMBER	CERTIFICATE NUMBER	EXPIRATION DATE
INSTRUCTOR'S NAME	DRIVER LICENSE NUMBER	CERTIFICATE NUMBER	EXPIRATION DATE

INSURANCE RCW 46.82.310

INSURANCE COMPANY NAME	POLICY NUMBER	EXPIRATION DATE
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VEHICLE(S) RCW 46.82.360

YEAR	MAKE	VEHICLE LICENSE NUMBER	SEAT & LAP BELT? <input type="checkbox"/> Yes <input type="checkbox"/> No	DUAL EQUIPPED? <input type="checkbox"/> Yes <input type="checkbox"/> No	PROPERLY SIGNED? <input type="checkbox"/> Yes <input type="checkbox"/> No
YEAR	MAKE	VEHICLE LICENSE NUMBER	SEAT & LAP BELT? <input type="checkbox"/> Yes <input type="checkbox"/> No	DUAL EQUIPPED? <input type="checkbox"/> Yes <input type="checkbox"/> No	PROPERLY SIGNED? <input type="checkbox"/> Yes <input type="checkbox"/> No
YEAR	MAKE	VEHICLE LICENSE NUMBER	SEAT & LAP BELT? <input type="checkbox"/> Yes <input type="checkbox"/> No	DUAL EQUIPPED? <input type="checkbox"/> Yes <input type="checkbox"/> No	PROPERLY SIGNED? <input type="checkbox"/> Yes <input type="checkbox"/> No
YEAR	MAKE	VEHICLE LICENSE NUMBER	SEAT & LAP BELT? <input type="checkbox"/> Yes <input type="checkbox"/> No	DUAL EQUIPPED? <input type="checkbox"/> Yes <input type="checkbox"/> No	PROPERLY SIGNED? <input type="checkbox"/> Yes <input type="checkbox"/> No

BUSINESS PRACTICE RCW 46.82.310, .350, .360

UNLAWFUL BUSINESS SOLICITATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	INSTRUCTION ON STATE TEST COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
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RECORDS RCW 46.20.100, RCW 46.82.360

DO THE RECORDS INDICATE:			
Student's name and address <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Instruction hours in classroom ... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Starting dates of classes ... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Instruction hours behind-the-wheel <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Ending dates of classes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Student progress for each concept <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Permit/License number <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Instructor's name for each concept <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Type of training given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Hours of total instruction <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Written enrollment criteria .. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Written policy for student fees ... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
	Policy includes refund policy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
COMMENTS			

CURRICULUM RCW 46.82.360-.420, WAC 392-153-032

COPY OF REQUIRED CURRICULA POSTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	STUDENT RECORDS INDICATE CURRICULA FOLLOWED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach sample student record form)	DO STUDENTS RECEIVE A COPY OF REQUIREMENTS? <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach copy of student requirements)
REGARDING THE CURRICULUM GUIDE:		
Does program have a written local TSE Curriculum Guide <input type="checkbox"/> Yes <input type="checkbox"/> No Year revised_____		
Is the guide available to all teachers <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the guide being followed <input type="checkbox"/> Yes <input type="checkbox"/> No		

Continued on reverse

CURRICULUM *Continued*

DOES THE GUIDE INCLUDE:

Performance objectives appropriate for all concepts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Method of instruction to be used by the teacher in presenting material	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student activities that will enable student to accomplish the objectives, allowing for individual differences	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Level of competency each student is to successfully complete for objective	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evaluation criteria for the classroom and behind-the-wheel instruction	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A flow chart	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SCHEDULING

REGARDING THE COURSE:

Is the course length at least five weeks but for not more than twenty-six weeks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are classroom sessions two hours or less in a twenty-four hour period	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are behind-the-wheel lessons one hour in length per student or less in a twenty-four hour period	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Traffic Safety Course at least thirty hours classroom, four hours behind-the-wheel, and one hour observation (four hours observation is recommended)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are behind-the-wheel lessons provided only to students participating in classroom instruction	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If night driving lessons are conducted, are they conducted after the student has had daylight driving instruction ..	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If night driving lessons are conducted, are at least 50% of the lessons given during daylight hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the classroom and the behind-the-wheel instruction concurrent and integrated so that concepts introduced in the classroom are followed by and taught in behind-the-wheel instruction	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMENTS

I verify that the information provided is true and accurate.

PRINT NAME OF EXAMINER	SIGNATURE OF EXAMINER X	DATE
PRINT NAME OF REVIEWER	SIGNATURE OF REVIEWER X	DATE

FOR HEADQUARTERS USE ONLY

CONCLUSION

☐ Approved ☐ Correction Notice ☐ Schedule Technical Assistance Review (30-90 days)

PRINT NAME OF PROGRAM COMPLIANCE COORDINATOR	SIGNATURE OF PROGRAM COMPLIANCE COORDINATOR X	DATE
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INSTRUCTIONS

The Department of Licensing (DOL), Driver Examining section is responsible for conducting an Inspection Review annually on every commercial driving school licensed in the State of Washington, prior to the issuance of the license.

The normal annual compliance review will be performed by driver examiners from the region in which the driving school is located.

Other compliance reviews may be conducted as No-Notice Reviews when complaints are received or information is received from other agencies or personnel.

This review will be documented on the CDT-521-011, Commercial Driver Training Schools Inspection Review form. The CDT-521-011 form will be sent to the Commercial Driver Training Schools Program Manager.

SCHEDULED REVIEWS

1. A letter will be sent from DOL Headquarters to the region where the school is located informing the District Manager that a driving school inspection review is required, specifying type.
2. The District Manager will assign an examiner to conduct the inspection review.
3. The assigned examiner will set up an appointment with the driving school for the review within two weeks of notification.
4. The examiner will inform the driving school that all records of students trained at that driving school for the past five years must be available for inspection, if such records exist, regardless of where the records are stored.
5. The examiner will inform the driving school that all vehicles used for training at that school, must be available for inspection.

COMPLIANCE REVIEW ITEMS

- ☐ Check all vehicles for dual control brakes, dual clutch (if standard shift), instructor's rear view mirror, and proper signs as required by RCW 46.82.
- ☐ Insurance certificate must be inspected for proper coverage and a copy attached to this form:
 - Not less than \$300,000 coverage for bodily injury or death to two or more persons in any one collision.
 - Not less than \$100,000 coverage for bodily injury or death to one person in one collision.
 - Not less than \$50,000 coverage for property damage to others in one collision.
 - The coverage shall also include Uninsured Motorist Coverage. (Also check coverage dates.)
- ☐ Check Instructor Certificates of the school being inspected. Instructor Certificates must be displayed in a conspicuous place in the driving school. Check expiration dates of all instructors.
- ☐ Check that the driving school license is displayed in a conspicuous place in the driving school. (All licenses and curriculum must be displayed and not in a folder)
- ☐ Check that a copy of the Commercial Driving School Instructor's Curriculum Requirements is displayed in a conspicuous place in the driving school.
- ☐ Check the student records for the past five (5) years and see that they include:

1. Name and address	6. Number of hours of instruction in the classroom
2. Starting dates of each class	7. Number of hours of instruction behind the wheel
3. Ending dates of each class	8. Grade or status of student
4. Permit/License number	9. Pass, fail, or drop of students listed
5. Type of training given classes	10. Instructor name(s) conducting individual sessions/
	11. Other information
- ☐ Check the classroom to ensure it is clean, well lit, free of storage, will accommodate sufficient students, and will provide a good learning atmosphere.
- ☐ If instructors are present and teaching, ensure that they have a wallet-size card issued by the Department on their person.
- ☐ Check to see that students are issued a handout or checklist of curricula and attendance requirements. (A copy of the checklist/requirements are to be attached to review forms.)
 - If a discrepancy is noted by the examiner, a Follow-up Inspection Review may be conducted within thirty days of the original review.
 - If a Follow-up Inspection Review is required, a letter from the Program Manager, will be sent to the examining office that conducted the original review.
 - The Follow-up Inspection Review will be conducted by the Department on a no-notice basis to ensure that RCW 46.82 is being complied with.
- ☐ Check that Student Course Completion Reports are available for review.

All discrepancies will be noted on this form with a statement of the discrepancy, condition of the item, and a recommendation from the examiner for correction with a time frame.